

Shelby County Fiscal Recovery Fund Committee Minutes

🏠 **Location:** Courthouse Court Room
📅 **Date:** 7/6/2021
🕒 **Time:** Following Fiscal Court

- Call to meeting to order, Danny Eades

Old Business

1. Status Report: Sheila Quijas to provide update on inquiry of contract template request: [Treasurer Quijas stated that currently, there is not a contract template provided by NACO or KACO.](#)

Meeting Minutes - Agenda & additional Discussed items

2. Document provided: Updated US Treasury FAQ's sheet (as of 6/24/2021) from the US Treasury - [all committee members acknowledged acceptance of the 6/24/21 FAQs in their packet.](#)
3. Documents provided: Other sources of direct Federal Funds, State Listing of Federal Funds offered, and U.S. Treasury Compliance & Reporting Guidance (6/17/2021) – [Magistrate Lisby suggested patience in beginning to spend Federal Funds, Magistrate Eades concurred. Treasurer Shelia Quijas explained other sources of funding available to the public and that these outlets should be explored by applicants before applying through SCFC. She further advised that the finance officer will be sending letters to applicants informing them of such options.](#)
4. Document provided: [Work in Progress documents based on additional information from NACO & Treasury:](#) ARPA Expenditure & Reporting Excel data tracking worksheets, Approval & Denial letters, Committee application review guidance sheet, and Merit Review Application Process – [Treasurer Quijas asked for committee members to review and give any ideas or edits of drafted samples in packet.](#)
5. Questions for Committee to review, consider and to discuss/address at next meeting. – provided in each packet. [Magistrate Miller discussed concerns regarding premium pay for county employees – what constitutes a county employee? PVA, Clerk, 911, others? Other counties are giving more pay than Judge Ison proposed. Magistrate Lisby noted that there are more essential workers in the county other than county employees, restaurant employees, etc. Treasurer Quijas also added that committee can request changes and resubmittals of fund requests as they see fit. Committee will review and discuss issue further once an application is submitted for premium pay.](#)
6. Advise status of Compass Municipal Advisors service that is being developed for awards issued by counties to sub-recipients, Compass Municipal Advisors to issue contracts, manage funds, obtain required reporting data & provide to counties for required reporting to U.S. Treasury– Sheila Quijas – [Treasurer Quijas introduced RJ Palmer to committee members. Mr. Palmer discussed the importance of uniformity of handling federal funds. Compass is creating policies and procedures that he suggests adopting to stay in compliance with US Treasury while distributing award funds to subrecipients. Their services would be a case-by-case request, which will qualify to be paid from ARPA funds. There is currently no threshold for case eligibility by Compass and with attorneys on staff, contracts could be created as well. Treasurer Quijas discussed possible contract templates from NACO, however, no update has been given on availability of said contract to date.](#)
7. [Magistrate Lisby alerted the committee of a county wide broadband project and a possible upcoming application for ARPA funds for mapping of the county to assist in this project.](#)
8. [Magistrate Lisby had questions on obligating total funds requested for supplemental pay for finance officer. Treasurer Quijas explained that the current software being used in the finance office tags and tracks balances and that finance office could draft an excel sheet for the funds spent/balance/obligated. Finance officer showed Magistrate Lisby a draft spreadsheet that can track and show details of spending and balance of said expenditure. Magistrate Lisby asked that application 2021-01 be revised to reflect Treasurer's name as contact/requestor of supplemental finance officer salary. This spreadsheet was provided in packet to all committee members.](#)
9. Committee Chair, Magistrate Eades, asked for a follow up meeting to discuss and review documentation provided during meeting. Magistrate Lisby will be out of town but will attend via phone. **Follow up meeting set for Monday, July 12th at 3pm – CH.**

Action Items (List Owner & Deadline)

- - Committee to review presented "work in progress" documents and give feedback at follow up meeting 7/12/21
- - Treasurer/Finance Officer to submit revised application 2021-01, as requested by Magistrate Lisby, 7/12/21
- - Treasurer/Finance Officer to create Excel log to track spent & obligated funds, as requested by Magistrate Lisby, 7/12/21